

CIA INTERNAL USE ONLY

20 February 1957

Suggestion No. 2720

Date of Suggestion: 7 January 1957

STATINTL

DD/I OSI Fundamental Sciences Division
Info Control

GS-7

A. Summary of the Suggestion:

Suggester proposed that a few more coat valets be installed in the R & S cafeteria.

B. Evaluation of the Concerned Office:

Chief, Administrative Staff/OL on 13 February 1957 stated the following:

"Contact has been made with the Manager of the R & S Building Cafeteria with respect to installation of a few more coat valets. After a careful analysis of the situation by the Manager and representatives of the SM&F Branch/OL, it was concluded that existing valets could be better utilized by rearranging them. For example, the two double valets were located in a manner which precluded use of both sides.

"The Manager has rearranged certain valets and ordered additional coat hangers. At the present time there are 158 hangers available. This amount is deemed sufficient to satisfy the maximum of 300 people who can be seated at one time. This statement is based on the fact that employees located in Quarters Eye and R & S Building do not have to wear topcoats, etc. when they go to lunch. The Manager indicated that she would check each day and if the present facilities are not adequate, two additional valets will be provided.

"It is recommended that the suggester be given a nominal cash award based on intangible benefits accruing to Agency personnel. In addition, he or she should be complimented for the excellent manner in which the suggestion was presented.

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits (slight-limited).

OK- #10

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